

EXECUTIVE DIRECTOR-SECRETARY TO HOUSING AUTHORITY (EXEMPT)

DISTINGUISHING FEATURES OF THE CLASS:

The Executive Director-Secretary is the chief executive officer of a municipal Housing Authority. The Executive Director- Secretary is charged with the administration of all programs and projects of the Authority. Responsibilities include fiscal and structural planning, project development, budget and staff management, maintenance and personnel operations, tenant relations and public relations. Work is performed under the general direction of the Authority, according to guidelines and budgetary limitations established by the Authority, and within the framework of federal, state and local housing legislation. Supervision will be exercised over the entire Housing Authority staff.

TYPICAL WORK ACTIVITIES:

1. Supervises housing project management and maintenance operations;
2. Hires and removes employees subject to confirmation by the Authority;
3. Submits annual budget, establishes budgetary controls and prepares financial reports;
4. Executes all orders and resolutions of the Housing Authority;
5. Executes contracts for insurance, materials, supplies and equipment;
6. Makes regular and special inspection tours of the housing projects;
7. Supervises transfer and removal of tenants;
8. Meets with tenant groups to discuss problems, reconcile differences and solve grievances;
9. Establishes tenant relation policies;
10. Conducts public relations activities;
11. Supervises the distribution of plans and specifications and answers inquiries with respect to bids;
12. Interprets and carries out Housing Authority policies, referring questions of law to the Housing Authority counsel;
13. Maintains all corporate documents;
14. Act as custodian of all Housing Authority funds, signs all orders and countersigns all checks if required;
15. Prepares Housing Authority agenda and maintains Housing Authority minutes;
16. Conducts Housing Authority correspondence;
17. Submits a variety of special reports as required;
18. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of business administration and public administration; thorough knowledge of the social and economic problems of the inner city; good knowledge of the theory, problems and goals of public housing; ability to understand and interpret complex written instructions, particularly state and federal manuals and other guidelines as well as the New York State Public Housing Law; ability to write reports and to express oneself clearly and effectively both orally and in writing; ability to plan and direct the work of others; ingenuity in the solution of complex human relations problems; ability to establish highly satisfactory working relationships with all segments of the community; integrity; initiative; resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

EXECUTIVE DIRECTOR-SECRETARY TO HOUSING AUTHORITY (Cont'd)

RECOMMENDED TRAINING AND EXPERIENCE:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized four year college or university AND three (3) years of progressively responsible experience in business administration or public administration;
- OR: (B) Five (5) years of progressively responsible experience in business administrator or public administration;
- OR: (C) Any equivalent combination of training and experience.

HU4101

ADOPTED: 09/29/75

REVISED: 01/12/76

09/15/95